
Part A

Chapter 8

Address List Review Procedures (for Areas with House Number and Street Name Mail Delivery)

- **Annotating the Census Bureau Materials**
- **Materials Needed**
- **Action Codes**
- **Annotating the Add Pages
(Examples)**
- **Annotating the Census Address List and
Census Bureau Maps
(Examples of Corrections)
(Examples of Deletions)
(Example of Out-of-Jurisdiction Address)
(Example of Nonresidential Address)**
- **Boundary Changes
(Example of Boundary Change)**

Chapter 8

Summary

- **Annotating the Census Bureau Materials**

Address corrections or deletions must be made to the Census address list.

Address adds must be made to the Add Page.

Make sure that updates made to the Address List or Add Page are made to the Census Map, if applicable.

Ensure that all updates are legible.

- **Materials Needed**

Number 2 lead pencil

Red colored pencil

- **Action Codes**

C—Corrections to the Address List

D—Deletions from the Address List

J—Addresses outside your jurisdiction

N—Nonresidential Addresses

- **Annotating the Add Pages**

If your records indicate that addresses are missing from the Census address list, add these addresses to the Add Page, and annotate the Census Map, if necessary. (See the accompanying examples.)

- **Correcting Addresses**

Use the "C" action code to change any preprinted entry for an address - FIPS code, census block number, house number, street name (including type, directional prefix or suffix), unit designation, or ZIP Code. (See the accompanying examples.)

- **Deleting Addresses**

Use the "D" action code to delete nonexistent and duplicate addresses from the Census address list. (See accompanying examples.)

- **Addresses Outside your Jurisdiction**

Use the "J" action code to identify addresses that are outside the boundaries of your governmental unit, and for which you do not have the necessary information to correct.

- **Nonresidential Addresses**

Use the "N" action code to identify nonresidential addresses such as offices, retail stores, and so forth.

- **Boundary Changes**

Annotate boundary corrections on the Address List Review map and fill out the Local Update of Census Addresses Program Annexations and Detachments form for the address list review program.

Annotating the Census Bureau Materials

If you find differences between your local and tribal source materials and the Census materials, update the Census materials. These updates may be address adds, corrections, deletions, and/or out of jurisdiction addresses. Address corrections or deletions are made to the Census address list and all address adds are made to the Add Page. Also, make any necessary updates to the Census Bureau maps to ensure that the address information between the Census Bureau maps and the Add Pages or Census address list are in sync.

Please ensure that all updates are legible, and that there are no stray marks when making annotations to the Census materials. Any unusual markings may be misinterpreted by Census Bureau staff.

Materials Needed

Use a **number 2 lead pencil** to make all necessary adds or updates to the Census address list or Add Page. Use a **red** colored pencil to annotate feature or feature name changes, address range changes, and boundary changes on the Census Bureau maps .

Action Codes

Use the following Action Codes to annotate the Census address list. Examples showing these action codes are found on the following pages.

C-Corrections to the Census Address List

Make the corrections on the Census address list by writing in a **C** in the Action Code column, crossing out the incorrect information, and writing in the correct information. **Do not correct the CENSUS ADDRESS LIST ID, 1990 BNA/Tract and/or 1990 Block using the C action code.**

D-Deletes

Write a **D** in the Action Code column to delete an entire address record from the Census address list. Reasons for deleting an address include 1) the address is nonexistent or 2) the address is a duplicate of another address on the Census address list (the same housing unit is represented on the Census address list with one or more different variations of the address).

J-Not in my Jurisdiction

Print a **J** in the Action Code column to identify an address that is not in your jurisdiction, and for which you do not have the necessary information to correct. Use the **C** code when you do have the information to change the jurisdiction code of an address.

N-Nonresidential Address

Print an **N** in the Action Code column to identify a commercial address such as retail stores, commercial storage facilities, and so forth. Ensure that these addresses do not contain living quarters.

Adds– All new addresses must be listed on the Add Page.

Adding Addresses

Example 1–New Addresses on an Existing Street or Road

For example, the Census address list does not contain an entry for 104 Aurora St in Census 2000 block number 5001.

Add Page

1. Fill in all the required information at the top of the **Add Page**. You can copy the codes from the top of the Census address list.
2. Fill in all the necessary information starting on column 1a of the Add Page. For this example do the following:
 - Print 101 in the FIPS Cnty column (you can find this code on the Census Bureau map or on the Census address list).
 - Print 17234 in the FIPS Place column (you can find this code on the Census Bureau map or on the Census address list).
 - Print 95123 in the FIPS MCD column (you can find this code on the Census Bureau map or on the Census address list).
 - Print 5001 in the 2000 block # column (you can find the Census 2000 collection block number on the Census Bureau map or on the Census address list).
 - Print 104 in the House # column.
 - Print Aurora St in the Street Name column.
 - The Apt/Unit # column is left blank as this address is not for a housing unit in a multi-unit structure.
 - Print 54444 in the ZIP Code column.

The following page shows the proper way to annotate the Add Page for this example.

Census Bureau Map

1. In this example, map corrections are not necessary as the street already exists on the Census Bureau map.

HOUSE NUMBER/STREET NAME ADDRESS ADD PAGE

ADDRESS LIST REVIEW

Update of Office Address in C&P Program
 1/1/05 New Census 2000

Add project on: **NORWOOD, WI**

5/21/98
(Date)

Page 1 of 2 pages

Entry ID code: **PL551234**

used at the top where appropriate
 (Project ID Number)

1. Geographic Location or Address					2. Address		Ap/1017 num Dist (c)	IF Code (d)
FPS Code of p (a)	FPS Block (b)	FPS MCD (c)	Block No. (d)	House number (e)	Street name (b)			
101	17234	95123	5001	104	Aurora St		54444	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

FORM B-158A1 (6-9402)

ADDRESS PROHIBITED BY TITLE 1, U.S.C.

A-8-8

Adding Addresses

Example 2–Addresses Associated with a New Street or Road

You may find that addresses missing from the Census address list are actually addressed to a part or all of a street missing from the Census Bureau maps. In these cases, you must add the street name and the addresses to the Add Page **and** to the Census Map. If there is more than one address that needs to be added for the same street name, you can *arrow down* in columns 1a–1e, and 2b–4.

For example, a new street named Cedar Ln and its associated addresses need to be added to the Census Map and the Add Page in Census 2000 block number 5000. To do this, follow the steps below:

Add Page

1. Fill in all required information at the top of the **Add Page**. You can copy the codes from the Census address list.
2. Fill in the necessary information starting in column 1a of the Add Page. For this example, do the following:
2. Fill in all necessary information starting on line 1 of the Add Page. For this example, do the following:
 - Print 101 in the FIPS Cnty column and arrow down to line 6 (you can find the county code on the Census Bureau map or on the Census address list).
 - Print 17234 in the FIPS Place column and arrow down to line 6 (you can find the FIPS Place code on the Census Bureau map or on the Census address list).
 - Print 95123 in the FIPS MCD column and arrow down to line 6 (you can find the MCD code on the Census Bureau map or on the Census address list).
 - Print 5000 in the 2000 block # column and arrow down to line 6 (you can find the Census 2000 block number on the Census Bureau map or on the Census address list).
 - Print the new addresses in the House # column (1 address per line). For this example, there are 6 new addresses, so you need to use six lines.
 - Print Cedar Ln in the Street Name column and arrow down to line 6.

- The Apt/Unit # column is left blank as none of these addresses are in for housing units in a multi-unit structure.
 - Print 54444 in the ZIP Code column and arrow down to line 6.
-

Census Bureau Map

1. Draw the new street in the proper location on the Census Bureau map. Print the new street name and address ranges using a **red** pencil. If necessary, also annotate the address breaks where any other map feature intersects. In this example, address breaks are annotated where the new street intersects Jones Dr.

The following page shows the proper way to annotate the Add Page and Census Bureau map for this example.

HOUSE NUMBER/STREET NAME ADDRESS ADD PAGE 1
Acct 111 111 111000
 Local Station of Census Enumeration District Program
 100 Northwood Circle 2002

Page **1** of **2** pages

Listing 1111 made by *Personnel*
 Date made by *Personnel*
 Address before merge
PL55 123 4

ADD IN PARTS

NOFWOOD_WI
NOFWOOD WISCONSIN

5/21/98
DATE

1. Group type					2. Address		3. Address	
City	State	Zip	MCB	Block No.	House number	Street name	Apartment number	IF Cell is 00
1	101	17234	95123	5000	612	Cedar Ln		544 44
2					613			
3					615			
4					616			
5					617			
6					619			
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Form 100-1 (Rev. 10-1-97)

DECLASSIFIED BY **SP4 LLS/C**

The map displays a neighborhood layout with the following details:

- Streets:** Aurora St, Steves Ct, Lincoln St, Edison St, Jones Dr, Spur Dr, 5th St, 4th Ave, and 3rd Ave.
- Water Features:** Eau Claire River and Cedar River.
- Lot Numbers:**
 - Top-left: 6997, 6996, 6999, 5001
 - Top-right: 6995, 6889, 5000, 5005
 - Bottom-left: 5003, 5004, 5006, 4764, 4763, 4765, 4769
 - Bottom-right: 5008, 5009, 4748
- Other Labels:** "N orw ood 17234" and "Red Lake 95123" are present in the middle-left section.

Example 3-Adding Unit Designations to an Existing or New Multi-unit Dwelling

05/12/98

street address. This eliminates the need to duplicate the required information for these columns. You must complete the information for all the required columns for the first unit added, and then use arrows in these columns for the remaining units.

For example, the units 112, 113, 114, and 115, located at 102 Lincoln St in Census 2000 block number 5003 are missing from the Census address list and need to be added on an Add Page. To do this, follow the steps below:

Add Page

1. Fill in all required information at the top of the Add Page. (you can copy the codes from Census address list.)
 2. Fill in all necessary information starting in column 1a of the Add Page. (this is the two-character FIPS state code found in the shaded area at the top of the Census address list). For this example, do the following:
 - Print 101 in the FIPS Cnty column and arrow down to line 4 (you can find the county code on the Census Bureau map or on the Census address list).
 - Print 17234 in the FIPS Place column and arrow down to line 4 (you can find the FIPS Place code on the Census Bureau map or on the Census address list).
 - Print 95123 in the FIPS MCD column and arrow down to line 4 (you can find the FIPS MCD code on the Census Bureau map or on the Census address list).
 - Print 5003 in the 2000 block # column and arrow down to line 4 (you can find the block number on the Census Bureau map or on the Census address list).
 - Print the address in the House # column and arrow down to line 4.
 - Print Lincoln St in the Street Name column and arrow down to line 4.
 - Print APT 112 on Line 1, APT 113 on Line 2, APT 114 on Line 3, and APT 115 on Line 4 in the Apt/Unit # column.
 - Print 54444 in the ZIP Code column and arrow down to line 4.
-
-

Census Bureau Map

1. As the street feature for this apartment building is already on the Census Bureau map, no annotations are necessary.

The following page shows the proper way to annotate the Add Page for this example.

HOUSE NUMBER/STREET NAME AND ADDRESS ADDRES ADD PAGE <small>Locality that is not Covered is Address not on QCA's Program USA maps Center 2013</small>						Page 1 of 2 pages PL551234	
Address: NORWOOD, WI <small>City State Zip</small>						5/21/98 <small>Date</small>	
1. Occupancy <small>Household</small>		2. Section of Address <small>Street</small>		3. Address <small>Street</small>		4. Other <small>Other</small>	
1 <small>Household</small>	2 <small>Household</small>	3 <small>Household</small>	4 <small>Household</small>	5 <small>Household</small>	6 <small>Household</small>	7 <small>Household</small>	8 <small>Household</small>
1 <small>Household</small>	2 <small>Household</small>	3 <small>Household</small>	4 <small>Household</small>	5 <small>Household</small>	6 <small>Household</small>	7 <small>Household</small>	8 <small>Household</small>
1 <small>Household</small>	2 <small>Household</small>	3 <small>Household</small>	4 <small>Household</small>	5 <small>Household</small>	6 <small>Household</small>	7 <small>Household</small>	8 <small>Household</small>
1 <small>Household</small>	2 <small>Household</small>	3 <small>Household</small>	4 <small>Household</small>	5 <small>Household</small>	6 <small>Household</small>	7 <small>Household</small>	8 <small>Household</small>
1 <small>Household</small>	2 <small>Household</small>	3 <small>Household</small>	4 <small>Household</small>	5 <small>Household</small>	6 <small>Household</small>	7 <small>Household</small>	8 <small>Household</small>
1 <small>Household</small>	2 <small>Household</small>	3 <small>Household</small>	4 <small>Household</small>	5 <small>Household</small>	6 <small>Household</small>	7 <small>Household</small>	8 <small>Household</small>
1 <small>Household</small>	2 <small>Household</small>	3 <small>Household</small>	4 <small>Household</small>	5 <small>Household</small>	6 <small>Household</small>	7 <small>Household</small>	8 <small>Household</small>
1 <small>Household</small>	2 <small>Household</small>	3 <small>Household</small>	4 <small>Household</small>	5 <small>Household</small>	6 <small>Household</small>	7 <small>Household</small>	8 <small>Household</small>
1 <small>Household</small>	2 <small>Household</small>	3 <small>Household</small>	4 <small>Household</small>	5 <small>Household</small>	6 <small>Household</small>	7 <small>Household</small>	8 <small>Household</small>
1 <small>Household</small>	2 <small>Household</small>	3 <small>Household</small>	4 <small>Household</small>	5 <small>Household</small>	6 <small>Household</small>	7 <small>Household</small>	8 <small>Household</small>
1 <small>Household</small>	2 <small>Household</small>	3 <small>Household</small>	4 <small>Household</small>	5 <small>Household</small>	6 <small>Household</small>	7 <small>Household</small>	8 <small>Household</small>
1 <small>Household</small>	2 <small>Household</small>	3 <small>Household</small>	4 <small>Household</small>	5 <small>Household</small>	6 <small>Household</small>	7 <small>Household</small>	8 <small>Household</small>
1 <small>Household</small>	2 <small>Household</small>						

05/12/98

Corrections

Correcting Addresses

Address corrections include corrections to any component of the street name (name, type, directional prefix or suffix), unit designation, or ZIP Code. You may also correct the geographic location information, that is the Census block number, FIPS county, FIPS place, or FIPS MCD. Make corrections to an address directly on the Census address list. For example, if a street name is incorrect, print a C in the Act. Code column, cross out the street name, and print the correct name above it. In addition to correcting the Census address list, you also must review the related Census Bureau maps to ensure that you make the corresponding corrections on them. Use the following examples as guidelines to correcting addresses.

Corrections

Example 4–Incorrect Street/Road Name

The Census address list and Census Bureau maps show Fifth St instead of 5th Ave. To make this correction, do the following.

Census Address List

1. Print a **C** in the Act. Code column
2. In the Street Name column, cross out the St on all records for each residence incorrectly addressed to Fifth St and print Ave above it.

Census Bureau Map

1. Using a **red** pencil, cross out St and print Ave above it. Use double hatch marks to show the extent of the name change on the maps. Also, provide the Census Bureau with any alternate names that may exist for a street by writing this name within parentheses on the Census Bureau map.

See the example on the following page for the proper way to correct an incorrect street/road name.

The United States Census 2000 -- Address List Review -- Local Update of Census Addresses Program													
Preliminary Address List: House Number/Street Name Mail Delivery Areas													
Sort: Census 2000 Block Number												Date: 3/31/98	
Address List for: Norwood City PL551234												Page 1 of 12	
			3 According to our file, this address is within:				4 Mail Delivery Address					7 In 1990, this address was in:	
	1	2	3a	3b	3c	3d	4a	4b	4c	5	6	7a	7b
	Control ID.	Act. Code	FIPS Cnty	FIPS Place	FIPS MCD	2000 Block #	House #	Street Name	Apt/Unit #	ZIP Code	SP	Tract/ BNA	Block
1	1234567	C	101	17234	95123	5001	610	5TH ST AVE		54444		1234	110
2	3456789	C	101	17234	95123	5001	612	5TH ST AVE		54444		1234	110
3	3891234	C	101	17234	95123	5001	614	5TH ST AVE		54444		1234	110
4	3913247	C	101	17234	95123	5001	616	5TH ST AVE		54444		1234	110
5	3813457	C	101	17234	95123	5001	618	5TH ST AVE		54444		1234	110
6	4123454	C	101	17234	95123	5003	604	5TH ST AVE		54444		1256	108
7	4123456	C	101	17234	95123	5003	608	5TH ST AVE		54444		1256	108
8	4865432	C	101	17234	95123	6998	605	5TH ST AVE		54444		1256	116
9	4865445	C	101	17234	95123	6998	607	5TH ST AVE		54444		1256	116
10	4954321	C	101	17234	95123	6999	613	5TH ST AVE		54444		1234	115
11	4954321	C	101	17234	95123	6999	617	5TH ST AVE		54444		1234	115
12	4567432		101	17234	95123	6999	100	LINCOLN ST		54444		1234	117
13	4589234		101	17234	95123	6999	101	LINCOLN ST		54444		1234	117
14	6789213		101	17234	95123	6999	102	LINCOLN ST		54444		1234	117
15	6234532		101	17234	95123	6999	103	LINCOLN ST		54444		1234	117

Form# D-120

U.S. Department of Commerce

U.S. Bureau of the Census

DISCLOSURE PROHIBITED--TITLE 13 U.S.C.

[Bar code here]

6997	6996 Aurora St	6995	6889
6999	Steves Ct 5001 N orwood 17234 Lincoln St	Jones Dr 5000 Spur Dr	5005
6998 AVE 5th St	Red Lake 951 23 5003 Edison St	4th Ave 5004 Eau Claire River 5006	5008 5009 3rd Ave
4764	4763	4765 4769	4748

Corrections

Example 5–Correcting Unit Designations for Multi-unit Dwellings

You may find that the individual designations for a multi-unit dwelling are shown incorrectly on the Census address list. For example, the multi-unit dwelling located at 112 Lincoln St in Census 2000 block number 5004 shows the Unit Designations as 1100, 1101 and 1102. The correct unit designations are 100, 101 and 102. To make the corrections for these units, do the following:

Census Address List

1. Print a **C** in the Act. Code column for the address at 112 Lincoln St in Census 2000 block number 5004.
2. Cross out 1100, 1101 and 1102 and print 100, 101, and 102 above the crossed out entries in the Apt/Unit # column.

Census Bureau Map

In this example, map corrections are not necessary.

See the example below for the proper way to correct unit designations in multi-unit dwellings.

The United States Census 2000 -- Address List Review -- Local Update of Census Addresses Program
Preliminary Address List: House Number/Street Name Mail Delivery Areas

Sort: Census 2000 Block Number
Address List for: Norwood City PL551234

Date: 3/31/98
Page 1 of 12

		3 According to our file, this address is within:				4 Mail Delivery Address					7 In 1990, this address was in:		
1	2	3a	3b	3c	3d	4a	4b	4c	5	6	7a	7b	
Control ID.	Act. Code	FIPS Cnty	FIPS Place	FIPS MCD	2000 Block #	House #	Street Name	Apt/Unit #	ZIP Code	SP	Tract/BNA	Block	
1	1234567	101	17234	95123	5001	610	5TH ST			54444	1234	110	
2	3456789	101	17234	95123	5001	612	5TH ST			54444	1234	110	
3	3891234	101	17234	95123	5001	614	5TH ST			54444	1234	110	
4	3913247	101	17234	95123	5001	616	5TH ST			54444	1234	110	
5	3813457	101	17234	95123	5001	618	5TH ST			54444	1234	110	
6	4123454	101	17234	95123	5003	604	5TH ST			54444	1256	108	
7	4123456	101	17234	95123	5003	608	5TH ST			54444	1256	108	
8	4865432	101	17234	95123	5004	110	LINCOLN ST			54444	1256	116	
9	4865445	C	101	17234	95123	5004	112	LINCOLN ST	APT 1100	100	54444	1256	116
10	4954321	C	101	17234	95123	5004	112	LINCOLN ST	APT 1101	101	54444	1234	115
11	4954321	C	101	17234	95123	5004	112	LINCOLN ST	APT 1102	102	54444	1234	115
12	4567432	101	17234	95123	5004	114	LINCOLN ST			54444	1234	117	
13	4589234	101	17234	95123	5004	116	LINCOLN ST			54444	1234	117	
14	6789213	101	17234	95123	5004	118	LINCOLN ST			54444	1234	117	
15	6234532	101	17234	95123	5005	121	LINCOLN ST			54444	1234	117	

Form# D-120
U.S. Department of Commerce
U.S. Bureau of the Census

DISCLOSURE PROHIBITED--TITLE 13 U.S.C.

[Bar code here]

NOT REAL ADDRESSES. FOR TRAINING PURPOSES ONLY.

Corrections

Example 6--Incorrect Address

For example, the Census address list shows a 103 Lincoln St in Census 2000 block number 5001. Local and tribal sources do not show 103, but show a 105, and 105 is not on the Census address list. Therefore, annotate the Census address list by doing the following:

Census Address List

1. Print **C** in the Act. Code column
2. Cross out 103 in the House # column, and print 105.

Census Bureau Map

1. In this example, map corrections are not necessary.

See the example below for the proper way to correct an address.

The United States Census 2000 -- Address List Review -- Local Update of Census Addresses Program
Preliminary Address List: House Number/Street Name Mail Delivery Areas

Sort: Census 2000 Block Number
Address List for: Norwood City

PL551234

Date: 3/31/98
Page 1 of 12

		3 According to our file, this address is within:					4 Mail Delivery Address						7 In 1990, this address was in:	
1	2	3a	3b	3c	3d	4a	4b	4c	5	6	7a	7b		
Control ID.	Act. Code	FIPS Cnty	FIPS Place	FIPS MCD	2000 Block #	House #	Street Name	Apt/Unit #	ZIP Code	SP	Tract/ BNA	Block		
1	1234567		101	17234	95123	5000	611 3RD AVE		54444		1234	110		
2	3456789		101	17234	95123	5000	613 3RD AVE		54444		1234	110		
3	3891234		101	17234	95123	5000	619 3RD AVE		54444		1234	110		
4	3913247		101	17234	95123	5000	110 SPUR DR		54444		1234	110		
5	3813457		101	17234	95123	5000	111 SPUR DR		54444		1234	110		
6	4123454		101	17234	95123	5000	113 SPUR DR		54444		1256	108		
7	4123456		101	17234	95123	5000	119 SPUR DR		54444		1256	108		
8	4865432		101	17234	95123	5001	610 4TH AVE		54444		1256	116		
9	4865445		101	17234	95123	5001	612 4TH AVE		54444		1256	116		
10	4954321		101	17234	95123	5001	614 4TH AVE		54444		1234	115		
11	4954321		101	17234	95123	5001	616 4TH AVE		54444		1234	115		
12	4567432		101	17234	95123	5001	618 4TH AVE		54444		1234	117		
13	4589234		101	17234	95123	5001	101 LINCOLN ST		54444		1234	117		
14	6789213	C	101	17234	95123	5001	105 LINCOLN ST		54444		1234	117		
15	6234532		101	17234	95123	5001	107 LINCOLN ST		54444		1234	117		

Form# D-120

U.S. Department of Commerce
U.S. Bureau of the Census

DISCLOSURE PROHIBITED--TITLE 13 U.S.C.

[Bar code here]

NOT REAL ADDRESSES. FOR TRAINING PURPOSES ONLY.

Corrections

Example 7-Address in the Incorrect Block

For example, 105 Aurora St is shown to exist in Census 2000 block number 5001 on the Census address list. Your sources indicate that this is incorrect and the address really is located in census block 6996. To make this correction, do the following:

Census Address List

1. Print a **C** in the Act. Code column
2. Locate 105 Aurora St in Census 2000 block number 5001 on the Census address list, cross out Block 5001, and print 6996 above it.

Census Bureau Map

1. In this example, map corrections are not necessary.

See the example below for the proper way to correct addresses.

05/12/98

The United States Census 2000 -- Address List Review -- Local Update of Census Addresses Program
Preliminary Address List: House Number/Street Name Mail Delivery Areas

Sort: Census 2000 Block Number
Address List for: Norwood City

PL551234

Date: 3/31/98
Page 1 of 12

		3 According to our file, this address is within:				4 Mail Delivery Address					7 In 1990, this address was in:		
	1	2	3a	3b	3c	3d	4a	4b	4c	5	6	7a	7b
	Control ID.	Act. Code	FIPS Cnty	FIPS Place	FIPS MCD	2000 Block #	House #	Street Name	Apt/Unit #	ZIP Code	SP	Tract/ BNA	Block
1	1234567		101	17234	95123	5001	610	5TH ST		54444		1234	110
2	3456789		101	17234	95123	5001	612	5TH ST		54444		1234	110
3	3891234		101	17234	95123	5001	614	5TH ST		54444		1234	110
4	3913247		101	17234	95123	5001	616	5TH ST		54444		1234	110
5	3813457		101	17234	95123	5001	618	5TH ST		54444		1234	110
6	4123454		101	17234	95123	5001	100	AURORA ST		54444		1256	108
7	4123456		101	17234	95123	5001	102	AURORA ST		54444		1256	108
8	4865432		101	17234	95123	5001	104	AURORA ST		54444		1256	116
9	4865445	C	101	17234	95123	6996	105	AURORA ST		54444		1256	116
10	4954321		101	17234	95123	5001	108	AURORA ST		54444		1234	115
11	4954321		101	17234	95123	5004	112	LINCOLN ST		54444		1234	115
12	4567432		101	17234	95123	5004	114	LINCOLN ST		54444		1234	117
13	4589234		101	17234	95123	5004	116	LINCOLN ST		54444		1234	117
14	6789213		101	17234	95123	5004	118	LINCOLN ST		54444		1234	117
15	6234532		101	17234	95123	5004	118	LINCOLN ST		54444		1234	117

Form# D-120
U.S. Department of Commerce
U.S. Bureau of the Census

DISCLOSURE PROHIBITED--TITLE 13 U.S.C.

[Bar code here]

NOT REAL ADDRESSES. FOR TRAINING PURPOSES ONLY.

05/12/98

Corrections

Example 8–Correcting the Location of a Street and its Addresses

For example, Steves Ct and all the addresses along Steves Ct are shown to exist in Census 2000 block number 5001 on the Census address list and Census Map. Your sources indicate that this is incorrect and that Steves Ct is really one block further south, in census block is 5003. To make this correction, do the following:

Census Address List

- Print a **C** in the Act. Code column
- Locate the addresses for Steves Ct on the Census address list in Census 2000 block number 5001, cross out Block 5001 and print 5003 above it,.

Census Bureau Map

1. Using a **red** pencil, circle the feature in its current location, draw an arrow to the correct location, and then redraw the feature and print the feature name and address ranges. Make any necessary address range breaks.

See the example on the following page for the proper way to change the location of a street and its associated addresses.

The United States Census 2000 -- Address List Review -- Local Update of Census Addresses Program													
Preliminary Address List: House Number/Street Name Mail Delivery Areas													
Sort: Census 2000 Block Number		Date: 3/31/98											
Address List for: Norwood City		Page 1 of 12											
		3 According to our file, this address is within:				4 Mail Delivery Address						7 In 1990, this address was in:	
1	2	3a	3b	3c	3d	4a	4b	4c	5	6	7a	7b	
Control ID.	Act. Code	FIPS Cnty	FIPS Place	FIPS MCD	2000 Block#	House #	Street Name	Apt/Unit #	ZIP Code	SP	Tract/RNA	Block	
1	1234567		101	17234	95123	5001	610 5TH ST			54444	1234	110	
2	3456789		101	17234	95123	5001	612 5TH ST			54444	1234	110	
3	3891234		101	17234	95123	5001	614 5TH ST			54444	1234	110	
4	3913247		101	17234	95123	5001	616 5TH ST			54444	1234	110	
5	3813457		101	17234	95123	5001	618 5TH ST			54444	1234	110	
6	4123454	C	101	17234	5001	5003	611 STEVES CT			54444	1256	108	
7	4123456	C	101	17234	95123	5003	612 STEVES CT			54444	1256	108	
8	4865432	C	101	17234	95123	5003	613 STEVES CT			54444	1256	116	
9	4865445	C	101	17234	95123	5003	614 STEVES CT			54444	1256	116	
10	4954321	C	101	17234	95123	5003	615 STEVES CT			54444	1234	115	
11	4954321		101	17234	95123	5004	101 3RD AVE			54444	1234	115	
12	4567432		101	17234	95123	5004	602 4TH AVE			54444	1234	117	
13	4589234		101	17234	95123	5004	604 4TH AVE			54444	1234	117	
14	6789213		101	17234	95123	5004	606 4TH AVE			54444	1234	117	
15	6234532		101	17234	95123	5004	608 4TH AVE			54444	1234	117	

Deletions

Deleting Addresses

Delete nonexistent and duplicate addresses from the Census address list by using the D action code. Before deleting the address, ensure that the housing unit is truly uninhabitable or does not exist. Do not use the D action code for existing commercial addresses, such as businesses, stores, etc., or for addresses outside your jurisdiction.

Use the following examples as guidelines for deleting addresses.

Deletions

Example 9-Deleting Addresses for Nonexistent Housing Units

For example, your sources indicate that 602 4th Ave, located in Census 2000 block number 5004 does not exist. To make this correction, do the following:

Census Address List

1. Print a **D** in the Act. Code column of the Census address list for 602 4th Ave in Block 5004.

Census Bureau Map

1. In this example, map corrections are not necessary.

See the example below for the proper way to delete an address.

The United States Census 2000 -- Address List Review -- Local Update of Census Addresses Program												
Preliminary Address List: House Number/Street Name Mail Delivery Areas												
Sort: Census 2000 Block Number										Date: 3/31/98		
Address List for: Norwood City PL551234										Page 1 of 12		
		3 According to our file, this address is within:				4 Mail Delivery Address					7 In 1990, this address was in:	
1	2	3a	3b	3c	3d	4a	4b	4c	5	6	7a	7b
Control ID.	Act. Code	FIPS Cnty	FIPS Place	FIPS MCD	2000 Block#	House #	Street Name	Apt/Unit #	ZIP Code	SP	Tract/BNA	Block
1	1234567	101	17234	95123	5001	610	5TH ST			54444	1234	110
2	3456789	101	17234	95123	5001	612	5TH ST			54444	1234	110
3	3891234	101	17234	95123	5001	614	5TH ST			54444	1234	110
4	3913247	101	17234	95123	5001	616	5TH ST			54444	1234	110
5	3813457	101	17234	95123	5001	618	5TH ST			54444	1234	110
6	4123454	101	17234	5001	5001	611	STEVES CT			54444	1256	108
7	4123456	101	17234	95123	5001	612	STEVES CT			54444	1256	108
8	4865432	101	17234	95123	5001	613	STEVES CT			54444	1256	116
9	4865445	101	17234	95123	5001	614	STEVES CT			54444	1256	116
10	4954321	101	17234	95123	5003	615	STEVES CT			54444	1234	115
11	4954321	101	17234	95123	5004	101	3RD AVE			54444	1234	115
12	4567432	D	101	17234	95123	5004	602 4TH AVE			54444	1234	117
13	4589234	101	17234	95123	5004	604	4TH AVE			54444	1234	117
14	6789213	101	17234	95123	5004	606	4TH AVE			54444	1234	117
15	6234532	101	17234	95123	5004	608	4TH AVE			54444	1234	117

Form# D-120
U.S. Department of Commerce
U.S. Bureau of the Census

DISCLOSURE PROHIBITED--TITLE 13 U.S.C.

[Bar code here]

NOT REAL ADDRESSES. FOR TRAINING PURPOSES ONLY.

05/12/98

Deletions

Example 10–Deleting Streets and Addresses

The Census address list and Census Bureau maps also may include streets and addresses that do not exist.

For example, all the housing units along Spur Dr in Census 2000 block number 5000 have been demolished and the street no longer exists. To make this correction, do the following:

Census Address List

1. Print a D in the Act. Code column on the Census address list for all the addresses on Spur Dr in Census 2000 block number 5000.

Census Bureau Map

1. Use a **red** pencil to X out Spur Dr and its name. (Use double hatch marks to define the extent of the deleted segment when only part of the street is being deleted.)
2. Make any necessary address range corrections with a **red** pencil.

See the example addresses on the following page for the proper way to delete a street or road and all associated.

Example 10-Deleting Street and Addresses

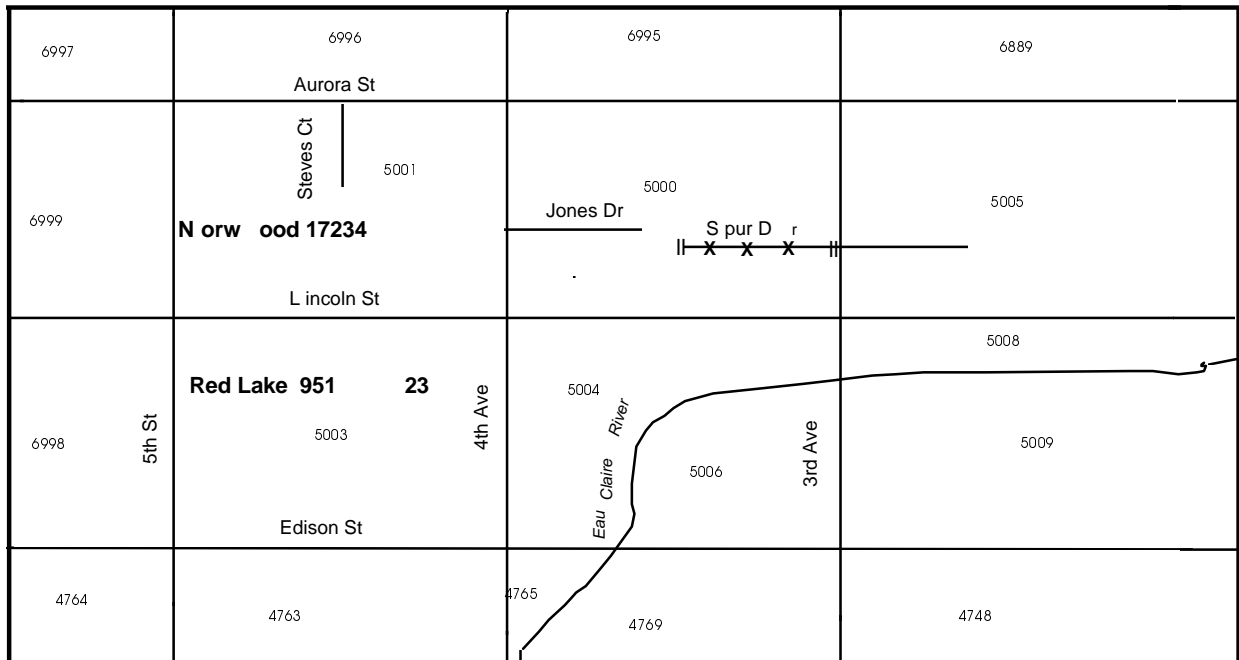
The United States Census 2000 -- Address List Review -- Local Update of Census Addresses Program												
Preliminary Address List: House Number/Street Name Mail Delivery Areas												
Sort: Census 2000 Block Number												
Address List for: Norwood City PL551234												
Date: 3/31/98												
Page 1 of 12												
		3 According to our file, this address is within:					4 Mail Delivery Address			7 In 1990, this address was in:		
1	2	3a	3b	3c	3d	4a	4b	4c	5	6	7a	7b
Control ID	Act. Code	FIPS Cnty	FIPS Place	FIPS MCD	2000 Block #	House #	Street Name	Apt/Unit #	ZIP Code	SP	Tract/BNA	Block
1	1234567		101	17234	95123	5000	611 3RD AVE		54444		1234	110
2	3456789		101	17234	95123	5000	613 3RD AVE		54444		1234	110
3	3891234		101	17234	95123	5000	619 3RD AVE		54444		1234	110
4	3913247	D	101	17234	95123	5000	110 SPUR DR		54444		1234	110
5	3813457	D	101	17234	95123	5000	111 SPUR DR		54444		1234	110
6	4123454	D	101	17234	95123	5000	113 SPUR DR		54444		1256	108
7	4123456	D	101	17234	95123	5000	119 SPUR DR		54444		1256	108
8	4865432		101	17234	95123	5001	610 4TH AVE		54444		1256	116
9	4865445		101	17234	95123	5001	612 4TH AVE		54444		1256	116
10	4954321		101	17234	95123	5001	614 4TH AVE		54444		1234	115
11	4954321		101	17234	95123	5001	616 4TH AVE		54444		1234	115
12	4567432		101	17234	95123	5001	618 4TH AVE		54444		1234	117
13	4589234		101	17234	95123	5001	101 LINCOLN ST		54444		1234	117
14	6789213		101	17234	95123	5001	103 LINCOLN ST		54444		1234	117
15	6234532		101	17234	95123	5001	107 LINCOLN ST		54444		1234	117

Form# D-120
U.S. Department of Commerce
U.S. Bureau of the Census

DISCLOSURE PROHIBITED--TITLE 13 U.S.C.

[Bar code here]

NOT REAL ADDRESSES. FOR TRAINING PURPOSES ONLY.



05/12/98

Duplicate Addresses

Example 11 - Identifying Duplicate Addresses

You may find addresses listed twice on the Census address list. These are considered duplicate addresses. Some duplicate addresses can be fixed by simply printing a “D” in the action code column on the duplicated address line. Other duplicate addresses may be a result of a single housing unit that has converted to a multi-unit structure. The example below shows how to annotate the Census address list for a housing unit which has been converted to a multi-unit structure.

Census Address List

1. Print a **C** in the Act. Code column on the Census address list on line 15 for 118 Lincoln St.
2. Write in **APT 1** in the Apt/Unit # column for this address on line 15.

Census Bureau Map

1. In this example, map corrections are not necessary.

The United States Census 2000 -- Address List Review -- Local Update of Census Addresses Program															
Preliminary Address List: House Number/Street Name Mail Delivery Areas															
Sort: Census 2000 Block Number		Address List for: Norwood City		PL551234		Date: 3/31/98 Page 1 of 12									
1		2		3 According to our file, this address is within:			4 Mail Delivery Address			5		6		7 In 1990, this address was in:	
Control ID.	Act. Code	FIPS Cnty	FIPS Place	FIPS MCD	2000 Block #	4a House #	4b Street Name	4c Apt/Unit #	5 ZIP Code	6 SP	7a Tract/RNA	7b Block			
1	1234567		101	17234	95123	5001	610 5TH ST		54444		1234	110			
2	3456789		101	17234	95123	5001	612 5TH ST		54444		1234	110			
3	3891234		101	17234	95123	5001	614 5TH ST		54444		1234	110			
4	3913247		101	17234	95123	5001	616 5TH ST		54444		1234	110			
5	3813457		101	17234	95123	5001	618 5TH ST		54444		1234	110			
6	4123454		101	17234	95123	5001	100 AURORA ST		54444		1256	108			
7	4123456		101	17234	95123	5001	102 AURORA ST		54444		1256	108			
8	4865432		101	17234	95123	5001	104 AURORA ST		54444		1256	116			
9	4865445		101	17234	95123	5001	105 AURORA ST		54444		1256	116			
10	4954321		101	17234	95123	5001	108 AURORA ST		54444		1234	115			
11	4954321		101	17234	95123	5004	112 LINCOLN ST		54444		1234	115			
12	4567432		101	17234	95123	5004	114 LINCOLN ST		54444		1234	117			
13	4589234		101	17234	95123	5004	116 LINCOLN ST		54444		1234	117			
14	6789213		101	17234	95123	5004	118 LINCOLN ST		54444		1234	117			
15	6234532	C	101	17234	95123	5004	118 LINCOLN ST	APT 1	54444		1234	117			

Form# D-120
U.S. Department of Commerce
U.S. Bureau of the Census

DISCLOSURE PROHIBITED--TITLE 13 U.S.C.

[Bar code here]

NOT REAL ADDRESSES. FOR TRAINING PURPOSES ONLY.

05/12/98

Out of Jurisdiction Addresses

You may find addresses listed on the Census address list that are not in your jurisdiction, and for which you do not have the necessary information to make corrections. Identify these addresses by printing a “J” in the Action Code column on the Census address list. Do not change any other columns on the Census address list. If you do have the necessary information (FIPs Code block numbers) use the C action code to correct the jurisdiction of those addresses. The example on the following page shows how to annotate the Census address list for this type of address.

Out of Jurisdiction Address

Example 12-Identifying addresses not in your jurisdiction

For example, the Census address list shows 101 Lincoln St in Census 2000 block number 6999 in Place 17234 and MCD 95123. Your records do not list this address in your jurisdiction, and you do not know where this address is located. Therefore, do the following:

Census Address List

1. Print a **J** in the Act. Code column. Do not change any of the other columns.

Census Bureau Map

1. For this example, map corrections are not necessary.

See the example below for the proper way to identify an out of jurisdiction address.

The United States Census 2000 -- Address List Review -- Local Update of Census Addresses Program													
Preliminary Address List: House Number/Street Name Mail Delivery Areas													
Sort: Census 2000 Block Number													
Address List for: Norwood City PL551234													
Date: 3/31/98													
Page 1 of 12													
		3 According to our file, this address is within:				4 Mail Delivery Address					7 In 1990, this address was in:		
1	2	3a	3b	3c	3d	4a	4b	4c	5	6	7a	7b	
Control ID.	Act. Code	FIPS Cnty	FIPS Place	FIPS MCD	2000 Block #	House #	Street Name	Apt/Unit #	ZIP Code	SP	Tract/ BNA	Block	
1	1234567	101	17234	95123	5001	610	5TH ST		54444		1234	110	
2	3456789	101	17234	95123	5001	612	5TH ST		54444		1234	110	
3	3891234	101	17234	95123	5001	614	5TH ST		54444		1234	110	
4	3913247	101	17234	95123	5001	616	5TH ST		54444		1234	110	
5	3813457	101	17234	95123	5001	618	5TH ST		54444		1234	110	
6	4123454	101	17234	95123	5003	604	5TH ST		54444		1256	108	
7	4123456	101	17234	95123	5003	608	5TH ST		54444		1256	108	
8	4865432	101	17234	95123	6998	605	5TH ST		54444		1256	116	
9	4865445	101	17234	95123	6998	607	5TH ST		54444		1256	116	
10	4954321	101	17234	95123	6999	613	5TH ST		54444		1234	115	
11	4954321	101	17234	95123	6999	617	5TH ST		54444		1234	115	
12	4567432	101	17234	95123	6999	100	LINCOLN ST		54444		1234	117	
13	4589234	J	101	17234	95123	6999	101	LINCOLN ST	54444		1234	117	
14	6789213		101	17234	95123	6999	102	LINCOLN ST	54444		1234	117	
15	6234532		101	17234	95123	6999	103	LINCOLN ST	54444		1234	117	

Form# D-120
U.S. Department of Commerce
U.S. Bureau of the Census

DISCLOSURE PROHIBITED--TITLE 13 U.S.C.

[Bar code here]

NOT REAL ADDRESSES. FOR TRAINING PURPOSES ONLY.

05/12/98

Nonresidential Addresses

You may find nonresidential addresses included on the Census address list. Nonresidential addresses may include retail stores, commercial storage facilities, offices, and so forth. If there are no living quarters in these addresses, print an “N” in the Act. Code column on the Census address list. Do not make entries in any of the other columns. The example on the following page shows how to annotate the Census address list for this type of address.

Nonresidential Addresses

Example 13–Identifying Nonresidential Addresses

For example, the Census address list shows 121 Lincoln St in Census 2000 block number 5005. Local or tribal sources indicate that this address is for Joe’s Bait and Tackle and this store does not contain any living quarters. Therefore, annotate the Census address list by doing the following:

Census Address List

1. Print an **N** in the Act. Code column. Do not change any of the other columns.

Census Bureau Map

1. For this example, map corrections are not necessary.

See the example below for the proper way to identify a nonresidential address.

The United States Census 2000 -- Address List Review -- Local Update of Census Addresses Program												
Preliminary Address List: House Number/Street Name Mail Delivery Areas												
Sort: Census 2000 Block Number												
Address List for: Norwood City PL551234												
Date: 3/31/98												
Page 1 of 12												
3 According to our file, this address is within:												
4 Mail Delivery Address												
7 In 1990, this address was in:												
1	2	3a	3b	3c	3d	4a	4b	4c	5	6	7a	7b
Control ID	Act. Code	FIPS Cnty	FIPS Place	FIPS MCD	2000 Block #	House #	Street Name	Apt/Unit #	ZIP Code	SP	Tract/ BNA	Block
1	1234567		101	17234	95123	5001	610 5TH ST			54444	1234	110
2	3456789		101	17234	95123	5001	612 5TH ST			54444	1234	110
3	3891234		101	17234	95123	5001	614 5TH ST			54444	1234	110
4	3913247		101	17234	95123	5001	616 5TH ST			54444	1234	110
5	3813457		101	17234	95123	5001	618 5TH ST			54444	1234	110
6	4123454		101	17234	95123	5003	604 5TH ST			54444	1256	108
7	4123456		101	17234	95123	5003	608 5TH ST			54444	1256	108
8	4865432		101	17234	95123	5004	110 LINCOLN ST			54444	1256	116
9	4865445		101	17234	95123	5004	112 LINCOLN ST	APT 1100		54444	1256	116
10	4954321		101	17234	95123	5004	112 LINCOLN ST	APT 1101		54444	1234	115
11	4954321		101	17234	95123	5004	112 LINCOLN ST	APT 1102		54444	1234	115
12	4567432		101	17234	95123	5004	114 LINCOLN ST			54444	1234	117
13	4589234		101	17234	95123	5004	116 LINCOLN ST			54444	1234	117
14	6789213		101	17234	95123	5004	118 LINCOLN ST			54444	1234	117
15	6234532	N	101	17234	95123	5005	121 LINCOLN ST			54444	1234	117

Form# D-120
U.S. Department of Commerce
U.S. Bureau of the Census

DISCLOSURE PROHIBITED--TITLE 13 U.S.C.

[Bar code here]

Boundary Changes

You may find that the boundaries shown on the Census Bureau maps do not depict the correct location of the current boundaries. If there is a discrepancy, you can correct the Census Bureau maps to reflect the current boundary. For the Census Bureau to use the update boundary on the map, you also must complete the Local Update of Census Addresses Program Annexations and Detachments form. The example on the following page shows you how to correct a boundary on the Census Bureau map. There is no need to correct the Census address list as we will automatically move any addresses affected by a governmental unit boundary change into the appropriate governmental unit during processing of the Census Bureau maps.

Boundary Changes

Example 14-Boundary Corrections

In this example, the existing boundary shown in block 4748 and 5009 is incorrect according to the local source materials. To make the boundary changes, follow the steps below:

Census Bureau Map

1. Update the Census Bureau map by using a red pencil: Draw the new boundary in its correct location and cross out the portion of the boundary this is shown incorrectly using red “Xs”. Add the authorization type and number (ordinance number, local law, etc.) and the effective date of each annexation or detachment on the Census Bureau map.

Note: If the boundary change represents a correction to the Census Bureau map where the boundary was previously reported to us, but not accurately displayed, please correct the location of the boundary using a red pencil, and annotate it with the letters “BC” for “boundary correction” next to the corrected line.

Local Update of Census Addresses Program Annexations and Detachments Form

1. Complete the Local Update of Census Addresses Program Annexations and Detachments form. Enter the municipality name and FIPS Code on this form; the Entity Code (which is found in the shaded area at the top of the Census address list); the name of the individual completing the form, and their title and telephone number; the type of change, annexation or detachment; the authorization type; the legal number; the effective data of each annexation or detachment; the name of the minor civil division, if any, and the estimated area of the annexation or detachment.

Census Address List

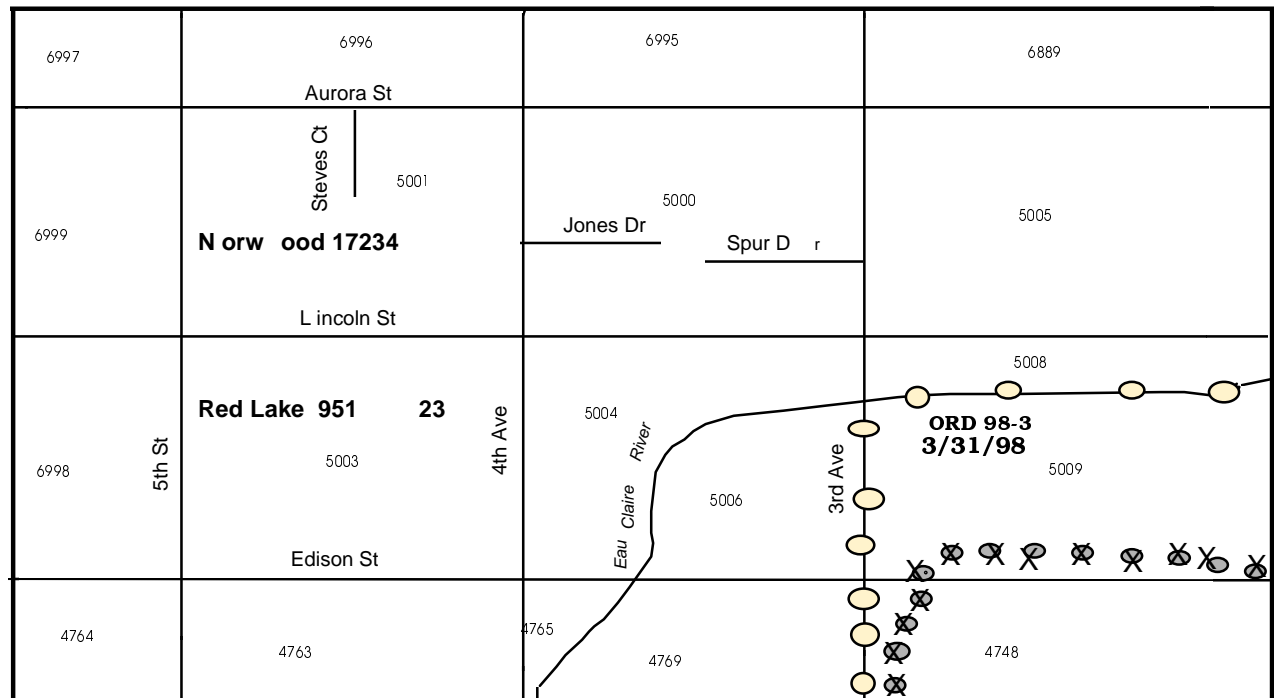
1. Corrections to the Census address list not necessary in this case.

See the example on the following page for the proper way to make a boundary correction.

Example 14 - Boundary Changes

Local Update of Census Addresses Program Annexations and Detachments							
Please print or type the information about your local government in the boxes below. This information can be found at the top of the Census Address List page.							
Municipality Name <u> Norwood </u>							
FIPS Code <u> 17234 </u>				Entity Code <u> 551234 </u>			
PERSON COMPLETING THIS FORM							
Signature Joan A. Smith							
Name Joan A. Smith							
Title City Clerk - Norwood							
Telephone (800) 555-9876							
FAX (800) 555-9871				E-Mail Address smith@norwood.com			
Record below the information requested for all annexations (A) or detachments (D) that you have added to the LUCA map(s). Please ensure that you put the authorization number and effective date in or near the area on the LUCA map. The Census Bureau will supply this information to a certifying State agency for your local government; ensure you properly file all legal changes with your State government under your State's laws.							
Type of Change (1)	Authorization Enter in column 2 – O –Ordinance R –Resolution L –Local Law S –State-level action X –Other type Type Number (2) (3)		Effective date Month, day, year (4)	County or parish in which A (annexation) D (detachment) or O (other) occurred (5)	Minor Civil Division (if any) in which A (annexation) D (detachment) or O (other) occurred (6)	Estimated Area	
	Square miles (Hundredths) (7)	R Acres (Tenths) (8)					
(1)	O	98-3	(34423)	Fillmore	Red Lake	4 sq. mi.	

Form # D-1507 (5/22/98)
U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS



05/12/98

